

Quantity Purchase Agreement With The State Of Indiana

Qty Purchase Agreement QPA Number 00000000000000000009799		Page 1 of 4
Requisition Nbr.:	RFP 5-34	
Effective Date:	02/02/2005	
Expiration Date:	02/01/2007	
Agency Number:		
Facility:	ALL STATE AGENCY	
Vendor Federal ID:	592663954	
Vendor Telephone Nbr:	317/716-2639--	
Name Of Contact Pers:	CHARLIE FAHRNER	
FAX Number:	317/875-7700--	

Vendor: OFFICE DEPOT
Remit to: P O BOX 1067
CHARLOTTE NC 28201 1067

Name and Address of Vendor: OFFICE DEPOT
Cntct: CHARLIE FAHRNER
7702 WOODLAND DR
SUITE 120
INDIANAPOLIS IN 46278

In accordance with your bid, submitted in response to the above referenced solicitation, the Vendor agrees that the Indiana Department of Administration, Procurement Division, has the option to purchase the items listed below under the terms of this agreement. The Vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration of the QPA but issued prior to the expiration date. The quantity listed herein is an estimate of the requirements. The state may order substantially more or substantially less pursuant to the terms of this agreement. **Orders are to be delivered only upon receipt of properly approved Quantity Purchase Award Release.**

Line Number	Quantity	UNIT	Article and Description	Unit Price
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This is an award of a Quantity Purchase Agreement for Paper Stock for All State Agencies.

QPA can be mutually renewed yearly for three additional years.

The vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration date, but issued prior to the expiration date, and postmarked no later than 14 business days after the QPA's expiration date.

Quantities are estimates and could be more or less and could be shipped to any State Agency within the State of Indiana.

Vendor must be able to allow Mutiple Delivery on one QPA Release.

The awarded vendor must maintain, at a minimum, the following information and be capable of supplying a report within one week of a request by the State:

1. Quantity and Type of Products, including any options, purchased by any State Agency and/or Political Subdivision, separated by each.
2. Total Dollar value of purchases made, separated by State Agency and/or Political Subdivision.

QPA # 9799 & 9828 with Office Depot and Office Max can be used by All State Agencies.

QPA# 9767 with Millcraft Paper can be used by agencies within the following counties

Sullivan, Vigo, Clay, Putnam, Lawrence, Monroe, Morgan, Hendricks, Boone, Hamilton, Madison, Delaware, Hancock, Shelby, Johnson, and Marion.

QPA# 9768 with Novus Paper and Packaging can be used by agencies within the following counties:

Lake, Porter, LaPorte, St. Joseph, Elkhart, La Grange, Steuben, Jasper, Starke, Marshall, Pulaski, Fulton, Kosciusko, Marion Noble, Dekalb, Whitley, Allen, Cass, Miami, Wabash, Huntington, Wells, Adams, Howard, Grant, Blackford, Jay, Tipton, Madison, Delaware, Randolph, Henry, Wayne.

PLEASE READ CAREFULLY, AS THERE ARE TWO OPTIONS THAT AN AGENCY WITHIN THE GOVERNMENT COMPLEX HAS TO CHOOSE FROM WHEN PLACING ORDERS FOR PAPER. (Definitions are below)
AGENCIES LOCATED IN ANY BUILDING FACING OR WITHIN THE BOUNDARIES OF, CAPITOL AVENUE, WASHINGTON STREET, WEST STREET, AND OHIO STREET ARE CONSIDERED WITHIN THE GOVERNMENT COMPLEX.

Central Printing will place all orders for paper. The following instructions need to followed:

- Orders will be placed via PeopleSoft e-Procurement to the QPA vendor (DO NOT SELECT YOUR VENDOR AT THE REQUISITION LEVEL THROUGH EDIT DEFAULTS, THE VENDOR WILL DEFAULT IN AT REQUISITION EXPEDITOR.)
- Select the Ship to of 061CENT
- Expedite the order to PO
- Select the standard comment of IGC Paper Delivery under Shipping Comments and place it in the header comments of your PO. Your copy service # must be listed in this comment.
- Order quantity cannot be smaller than one (1) case. No ream orders will be accepted
- Print Purchase Order and route to Central Printing. Purchase Orders can be faxed to

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233-5978.			<ul style="list-style-type: none"> • Delivery will generally be made within 1-3 business days from receipt of requisition • Delivery will be to the office suite not individual offices • Agency will be ID billed by IDOA a 10% service/delivery fee based on the amount of the PO if you need Central Printing to deliver. <p>SPECIAL NOTE: Agencies can pick up your order at Central Printing and avoid the 10% service/delivery fee.</p>	

If an agency in the Government Center orders paper by the skid, the process is the same as above but there will be no delivery and no service fee as the agency will be responsible for relocating the skid to their location from the east dock. Central Printing will notify the requestor when the order has arrived and is ready for pick up.

If recycled paper is not available, an order may be filled with virgin paper.

Order process for paper not included in the market basket (i.e. colored paper, odd size, etc) and thus not listed on the QPA is the same as the above with the exception that:

- Orders will be placed via PeopleSoft Special Request
- Orders for a ream will be accepted, if available.

If you need assistance choosing colored or specialty paper contact the IDOA Print Shop for guidance.

AGENCIES LOCATED OUTSIDE THE GOVERNMENT COMPLEX ARE TO ORDER DIRECT FROM THE QPA VENDOR WHO HOLDS THEIR AREA'S QPA.

Orders for market basket items from agencies located outside the Indiana Government Center will be placed like any normal QPA order.

All orders are to be made via PeopleSoft e-Procurement
Access the QPA vendor(s) identified for the county in which the office is located
If more than one vendor is available for a county, determine the vendor with lowest price and most favorable delivery timeframe and select your item
Once lowest responsible/responsive bidder is determined, order using PeopleSoft in the same manner as any other PeopleSoft order.
Remember that recycled paper is to be purchased unless it is not available
If the order is within the agency streamline authority, you may fax the order to the vendor. (Fax numbers are listed below)

Order process for specialty paper and paper outside the market basket (i.e. colored paper, odd size, etc) is as follows:

- Send an e-mail bid request to the appropriate QPA vendor(s) (those that service your county) as listed below detailing your requested items. (Make sure you list in your requested the date and time the response is needed by)
- Determine lowest responsive and responsible vendor and place order via PeopleSoft Special Request
- Orders per ream will be accepted, if available.
- If you order is within your streamline authority, you may fax the order to the vendor. (Fax numbers are listed below)
- A copy of all quotes must be attached to the QPAR for record keeping.

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Line Number	Quantity	UNIT	Article and Description	Unit Price
3	99,999,999.00	T3 000000000100012641	Paper,Crbls,8-1/2x11,3-Part Reverse	35.9600
4	99,999,999.00	T3 000000000100012647	Paper,Crbls,8-1/2x11,4-Part Reverse	40.4300
5	99,999,999.00	T3 000000000100012825	Paper,Crbls,8-1/2x11,3-Part Straight	35.9600
6	99,999,999.00	T3 000000000100012826	Paper,Crbls,8-1/2x11,4-Part Straight	40.4300
7	99,999,999.00	T3 000000000100012625	Envelope,Recycled,#10,24#,White,500/bx	22.2800
8	99,999,999.00	T3 000000000100012807	Paper,20#,Recycled,Tan,8-1/2x11	6.8600
9	99,999,999.00	T3 000000000100012809	Paper,20#,Recycled,Cherry,8-1/2x11	6.8600
10	99,999,999.00	T3 000000000100022102	Paper,20#,Recycled,Ivory,11x17	14.4600
11	99,999,999.00	T3 000000000100022109	Paper,20#,Recycled,White,8-1/2x11	6.7500
12	99,999,999.00	T3 000000000100022110	Paper,20#,Recycled,White,8-1/2x14	9.0700
13	99,999,999.00	T3 000000000100022111	Paper,20#,Recycled,White,8-1/2x11,3-Hole	7.1300
14	99,999,999.00	T3 000000000100022112	Paper,20#,Recycled,Buff,8-1/2x11	6.8600
15	99,999,999.00	T3 000000000100022119	Paper,20#,Recycled,Blue,8-1/2x11	6.8600
16	99,999,999.00	T3 000000000100022130	Paper,20#,Recycled,Ivory,8-1/2x11	6.8600
17	99,999,999.00	T3 000000000100022132	Paper,20#,Recycled,Gray,8-1/2x11	6.8600
18	99,999,999.00	T3 000000000100022140	Paper,20#,Recycled,Canary,8-1/2x11	6.8600
19	99,999,999.00	T3 000000000100022150	Paper,20#,Recycled,Green,8-1/2x11	6.8600
20	99,999,999.00	T3 000000000100022151	Paper,20#,Recycled,Pink,8-1/2x11	6.8600
21	99,999,999.00	T3 000000000100022152	Paper,20#,Recycled,Salmon,8-1/2x11	6.8600
22	99,999,999.00	T3 000000000100022154	Paper,20#,Recycled,Blue,11x17	14.4600
23	99,999,999.00	T3 000000000100022156	Paper,20#,Recycled,Canary,11x17	14.4600
24	99,999,999.00	T3 000000000100022157	Paper,20#,Recycled,Green,11x17	14.4600
25	99,999,999.00	ST 000000000100022158	Paper,20#,Recycled,Pink,11x17	14.4600
26	99,999,999.00	T3 000000000100023042	Paper,20#,Recycled,White,11x17	14.3000

The following UN/CEFACT Unit of Measure
Common Codes are used in this document:
ST Sheet
T3 Thousand

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Signature of Purchasing Officer	Typed Name	Signature Of Approval Office Of the State Attorney General	
	Date Signed	Typed Name	Date Signed
Authorized Signature	Indiana Department Of Administration Procurement Division 402 West Washington Street, Rm W468 Indianapolis, Indiana 46204 Telephone: (317) 232-3053		